

704 KAR 3:035. Annual professional development plan.

RELATES TO: KRS 156.095, 156.0951, 156.101, 158.070

STATUTORY AUTHORITY: KRS 156.070, 156.095, 158.070

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.095 and 156.0951 authorize the Kentucky Board of Education to establish, direct, and maintain a statewide program of professional development training, with the purpose of the program being the improvement of instruction in the public schools; KRS 158.070 requires the state board to promulgate administrative regulations establishing guidelines and procedures to be followed for the approval of the four (4) days of the minimum school term which are mandated to be utilized by each local school district for professional development activities for the professional staff. This administrative regulation identifies the components of professional development planning and requires each school and local district to submit annually professional development plans by which they are to be guided in providing suitable professional development training programs and in requiring all instructional leaders to participate in a statewide training program implemented under KRS 156.101.

Section 1. Definitions. The following definitions shall apply to this administrative regulation:

- (1) "Needs assessment" means the gathering, sorting, and analysis of data that lead to conclusions regarding the need for professional development in identified areas.
- (2) "Professional development" means those experiences which systematically, over a sustained period of time, enable educators to acquire and apply knowledge, understanding, skills, and abilities to achieve personal, professional and organizational goals and to facilitate the learning of students.
- (3) "Professional development plan" means a product that clearly identifies how assessment, planning, implementation, and evaluation are to be accomplished relative to defined standards, goals, or objectives.
- (4) "Professional development program" means a process of professional development that is measurable by indicators. It may be composed of several initiatives.

Section 2. Each local school and district shall develop a process for professional development. This process shall lead to a plan that describes training activities which the school and district will provide for its certified staff within the goals as established in KRS 158.6451 and local needs assessment. The local district and school plans shall be submitted to the Department of Education prior to the implementation of the plans.

Section 3. Each school and local district shall have on file with the Department of Education a professional development plan that meets the following six (6) standards:

- (1) There is a clear statement of the school or district mission;
- (2) There is evidence of representation of all persons affected by the professional development program;
- (3) Application of needs assessment analysis is evident;
- (4) Professional development objectives are focused on the school or district mission and derived from needs assessment;
- (5) The professional development program and implementation strategies are designed to support school or district goals and objectives; and
- (6) A process for evaluating professional development experiences and improving professional development initiatives is incorporated in the plan.

Section 4. (1) The professional development plan shall address any instructional improvement or training needs that are in accordance with the goals as established in KRS 158.6451.

(2) Professional development activities shall be related to teachers' instructional assignments and administrators' professional responsibilities. Activities shall support the local school's instructional improvement goals and objectives identified in the professional development plan.

- (3) Activities for professional development credit of classroom teachers shall not supplant any of the six (6) hour instructional day.
- (4) A district may report flexible professional development activities on unpaid, noncontact snow days. This shall require a district calendar change and the change shall be reported to the Department of Education.
- (5) Professional development experiences that relate to an individual professional growth plan may be used to satisfy the requirements for certification or renewal options as established by the Kentucky Education Professional Standards Board in 704 KAR Chapter 20.
- (6) Professional development grant dollars may be used for college or graduate course tuition reimbursement for a teacher in specific academic subject content areas in math, science, English/language arts, social studies, arts and humanities for which he is assigned to teach. The use of professional development funds for this purpose shall be specified in the district professional development plan approved by the school board or the school plan approved by the school council as to funds under its control. Particular content areas and grade levels which qualify for reimbursement may be specified based upon information about the level of academic preparation of the teacher employed, local student performance data, and instructional need.
- (7) Professional development credit shall not be awarded for those activities that provide remuneration beyond travel, food, lodging or tuition.
- (8) A school district implementing a flexible professional development schedule shall award professional development credit for any given academic school year within the professional development plan.
- (9) Appropriate professional development experiences shall be those which address instructional improvement for the school district, an individual school or a group of teachers in accordance with goals identified from the needs assessment.
- (10) Activities which are not appropriate as professional development experiences shall include the following:
- (a) Organizational business meetings;
 - (b) Compiling class rosters;
 - (c) Scheduling;
 - (d) Textbook adoption committee meetings;
 - (e) Writing lesson plans;
 - (f) Housekeeping duties;
 - (g) Faculty meetings;
 - (h) Extracurricular activities;
 - (i) PTA/PTO meetings;
 - (j) Sporting events;
 - (k) Field trips; and
 - (l) Parent-teacher conferences.

(11) Parent-teacher conferencing skill development shall be permissible as professional development.

Section 5. The Qualifications and Duties of the District Professional Development Coordinator. (1) Qualifications for the position of district professional development coordinator shall include:

(a) A staff member meeting the certification requirement for a professional development coordinator as established by the Education Professional Standards Board in 704 KAR 20:165;

(b) Experience in professional development planning; and

(c) A demonstrated ability to connect professional development with effective instructional practices and student achievement data.

(2) Duties of the district professional development coordinator shall include:

(a) Conducts the district needs assessment;

(b) Coordinates the intradistrict alignment of goals, objectives, and activities for professional development;

(c) Provides technical assistance to school councils, staff and professional development committees in the alignment of professional development activities with school goals as identified through the local school planning process;

(d) Disseminates professional development information to school councils, staff members, and professional development committees;

(e) Coordinates the planning, implementation and evaluation of the district professional development program which is aligned, supportive, and developed in conjunction with local school plans;

(f) Upon request by a school council or school staff, provides technical assistance on the evaluation and coordination of school-based professional development activities;

(g) (5) Coordinates the establishment of local policies, procedures, timetables, preparation of necessary forms and letters, assignment of workshop sites and all other practical elements of professional development training, including fiscal management;

(h) Maintains, verifies and, when appropriate, submits district and school professional development records, documentation, and other pertinent information to the Department of Education;

(i) Explains the district's professional development programs' objectives, results, and needs to school professionals, district staff, the board members, civic and parent groups, teacher training institutions and others as requested; and

(j) Maintains a professional contact with the Department of Education and other agencies involved in providing professional development activities.

Section 6. More than fifteen (15) percent of the district's professional development grant shall not be used for administrative purposes.

Section 7. When implementing professional development programs under KRS 158.070, a local school or district shall adhere to its professional development plan. (7 Ky.R. 697; Am. 902; eff. 4-23-81; 11 Ky.R. 251; eff. 9-11-84; 1472; eff. 5-14-85; 12 Ky.R. 1165; eff. 2-4-86; 1635; eff. 5-6-86; 17 Ky.R. 455; 1485; eff. 12-7-90; 3254; 18 Ky.R. 45; eff. 7-5-91; 3523; 19 Ky.R. 394; eff. 8-1-92; 394; 1885; eff. 4-19-93; 20 Ky.R. 843; eff. 12-6-93; 3311; eff. 8-4-94; 21 Ky.R. 2531; eff. 6-1-95; 25 Ky.R. 1141; eff. 1-19-99.)